

## COVID-19 Quarantine Guidelines

### **EMPLOYEES SHOULD NOT BE PHYSICALLY PRESENT AT WORK IF THEY MEET THE CDC OR DHEC GUIDELINES FOR QUARANTINE OR ISOLATION**

#### **Employees quarantined due to COVID-19 reasons:**

- Tested positive
- Physically encountered someone who tested positive
- Family Member in the home tested positive
- Child Care (School or Daycare is closed due to COVID)
- Personal Choice to travel on vacation (cruise/airplane)
- Not wearing a mask or social distancing

Leave to use: Paid\* Leave Available:

Current/Accumulated Sick or Vacation

Sick Leave use will count against CGI

\*Unpaid leave may be available to employees who qualify under Santee Cooper's existing policies or applicable law.

#### **Employees quarantined due to COVID-19 Work Exposures:**

- Informed by Occupational Health you should quarantine as a result of a work-related exposure

Leave to use: None.

1<sup>st</sup> – Supervision should with guidance from Occupational Health determine if there is work that can be performed onsite in isolation.

2<sup>nd</sup> – Supervisor should determine if there is work or online training that can be performed at home.

3<sup>rd</sup> – If options 1 and 2 are exhausted or unavailable, the supervisor may approve use of the COVID Project/Task on timesheet (**123916 1.02**).

Note: These guidelines for leave usage is subject to change at any time.